

ASSISTANT DIRECTOR, AIR POLLUTION CONTROL

DEFINITION:

Under general direction of the Director, Air Pollution Control, the Assistant Director plans and directs the overall management and operational activities of the countywide program of air pollution control; and performs related work.

DISTINGUISHING CHARACTERISTICS:

The Assistant Director, Air Pollution Control, is an administrative class requiring some technical background. Responsibilities involve making managerial recommendations and decisions, as well as coordinating and initiating plans, programs, policies and their implementation for various departmental units. In addition, the Assistant Director assists in providing intergovernmental coordination with city, state, county, and federal agencies, and directs the Air Pollution Control District's efforts to implement, revise, and evaluate regional air quality control strategies.

EXAMPLES OF DUTIES:

Directs and/or coordinates the work of professional/technical staff performing specialized and complex work in planning, organizing and implementing air pollution control activities; assists in intergovernmental coordination of pollution control functions with city, county, state and federal agencies; coordinates activities with private industry, as well as with public and private groups; develops, initiates and recommends or approves budgets, work and implementation plans, contracts, reports and other materials related to pollution control activities; coordinates the activities of departmental units; conducts special assignments for the Director, Air Pollution Control; and acts for the Director when required.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Pollution control equipment for mobile and stationary sources.
- Evaluation methodologies techniques and procedures applicable to air pollution control, including regional and local air quality impact and strategy evaluation.
- Federal and state regulations concerning air pollution control.
- The General Management System in principle and in practice.
- Techniques and principles of budget processing, including preparation, management, and analysis of economic feasibility.
- Techniques and principles of communication to confer and deal effectively with engineers, industrial operators, public agencies, representatives of citizen groups and the general public.

Skills and Abilities to:

- Prepare clear and concise technical and nontechnical reports, applications for federal and state proposals and grants, and environmental impact statements.

EDUCATION/EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying experience is: three (3) years experience in air resources management requiring application of current evaluation methodologies to regional and local air quality impact analysis, evaluation of emission control tactics and strategies, and implementation of those tactics and strategies; one of the three years must include executive management responsibility for achieving program results through subordinate levels of supervision.